

CODE OF CONDUCT

Club Name UNIVERSITY OF WARWICK TENNIS CLUB

Date updated 13/06/2020

This document informs members of the above club of the requirements for safe participation in their activity. Please read it carefully.

Warwick SU does not condone any activities outside the remit of this Code of Conduct and encourages individuals, in the interests of their personal safety, not to participate in activities not covered by this document.

General:

- Members have a mutual respect for each other regardless of their ability, sex, background or status. Discrimination will not be tolerated and all members are expected to challenge discrimination wherever they may find it.
- Members strive to be punctual to all training sessions, competitions and events organized by the club to ensure they run as smoothly as possible.
- Members must disclose to *Ines Mathieu* (Vice President & Welfare Officer) any medical condition that may affect any first aid situation should it arise.
- Members are required to abide by the rules and regulations set down by the Department of Physical Education and Sport when using University facilities

Coaching:

- Club sessions will be run by the corresponding member of the exec committee
 - Social Play – Famke van der Meer, Joshua Cunningham-Marsh
 - Matchplay – Peter Banfield
- Team sessions will be run by the appropriate team coach
 - Men's team – Tom Holmes
 - Women's team – Tom Holmes
- New members of the club should approach an exec member or regular attender for a brief introduction to the session.
- All members must follow the instructions of the coach during training sessions.

This Code of Conduct (and all other documents within the Basic Handover Pack) will be reviewed and updated each academic year by the Club Officers and submitted to clubadmin@warwicksu.com before Monday 31st March.

Equipment:

- Sports kit is essential to attend all sessions to prevent injury and/or damages to non-appropriate clothing. A tennis racket is advised but the club can provide one for those that do not own one.
- Those in the exec responsible for running the session will check whether members are wearing appropriate clothing kit and may prevent them from participating if they deem it dangerous to their health and safety. It is up to members themselves to ensure that, if they bring their own racket, it is suited to their strength etc. to prevent any injuries.
- Equipment used in the sessions will be stored in a big enough locker at the Tennis Centre. Members of the executive committee will be responsible for this and will have access to the keys safeguarding the locker.
- Equipment should be handled with care and put away in a stable manner to prevent it from falling and causing injury when the locker is opened again at the next session.
- Equipment should be used under the supervision of the coach or most senior member of the club present.
- Members may use their own equipment if they can satisfy the Coach, Trip Leader or Club President that the requisite safety checks have been carried out. Any refusal to meet the requirements of this procedure may result in disciplinary action.
- If the Coach, Trip Leader or President is not satisfied that the equipment has been adequately checked they will prevent the usage of this equipment by any member of the Club.

Facilities:

- Members are required to abide by the rules and regulations set down by Warwick Sport when using University facilities.
- Members are required to abide by the rules and regulations of each and any operator of facilities used by the Club.
- Members should leave the facilities in the condition that they found them in as far as is reasonably practicable

Health and Safety Responsibilities:

- *Will Brewer* (President) is responsible for Health & Safety within the club
- As many executive members as feasible must be EFAW trained in order to meet minimum requirements of 2 per 50 attendees, where external support isn't available.
- The Club undertake an annual risk assessment of the hazards involved in their activity. It is the responsibility of the Club President to ensure this takes place.

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- available to executives to ensure it is carried out.
- A member of the Club must have completed the 'Club and Society Essential Skills' training by the end of Week 4, Term 1. This training is an online module available at <http://www.warwicksu.com/sports/execresources/careersandtraining>
- The Club Coach can act as an advisor in respect of assessing risks and should be consulted in this respect.

First Aid/ Accident Reporting:

- Social Play injuries tended to by EFAW trained executives or Tennis Centre Staff and Team. Training and match injuries to be tended to by Tennis Centre Staff.
- Any injuries/incidents or near misses whether at training, during matches/events home or away must be reported to *Will Brewer* (President) who will ensure that they are reported to the Sports Administrator.

Social Activity:

- Club members are reminded that when participating in Club's social activities they are representing the University of Warwick Students' Union and the University itself.
- Behaviour deemed to be unacceptable by either the Students' Union or the University may result in disciplinary action taken against individuals or the Club as a whole.

Club Adoptions

- The club's aim is that every member has an enjoyable time and that no pressure be placed on any member to do anything they may not enjoy.
- The members of the club executive are responsible for the welfare of all club members and will take necessary measures to ensure that an adequate level of safety is maintained.
- It is each individual's choice if they attend club adoptions. Non-attendance will not be a barrier to full participation in other club activities.
- Each Club Exec should notify the Sports Officer at least seven days before planned adoptions and include planned date, time, venue, content and supervisors they will have.
- At least two of the supervisors will have completed the 'Club and Society Essential Skills' training before adoptions take place.

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Completed by (Name & Position) _____,
Ines Mathieu (Vice President and Welfare Officer)

For further details on any element of the Student Activities Health and Safety Policy, please refer to the Student Activities department safety policy, or the Sports Officer.

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